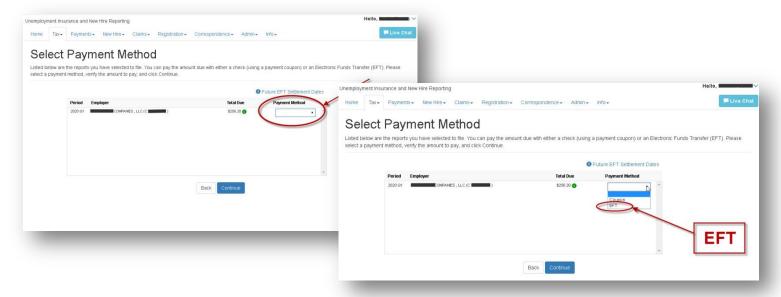


Step by Step: How to make online tax payment

1. Tax payment during the regular online filings

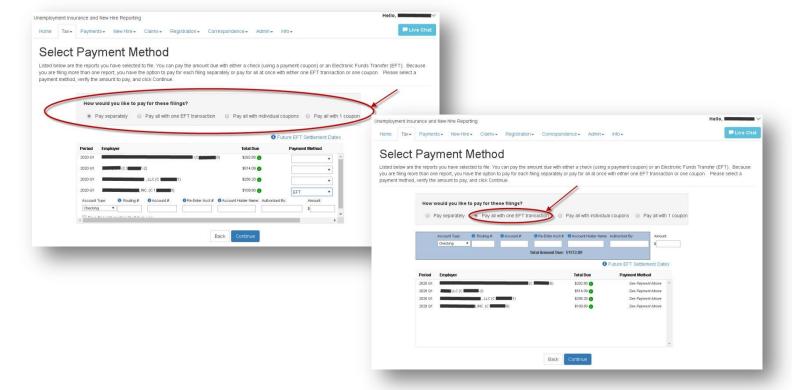
1.1 Payment - single employer filing

If you would like to pay your state unemployment taxes during the regular online filing you will be asked to select how you would like to make payment on "Select Payment Method Screen", by using the drop down box. If you choose to make your payment via an Electronic Funds Transfer (EFT) from your bank account you will be prompted to submit your banking information before you can continue filing your tax report. If you select "Coupon" you will be given the option to print out a payment coupon to mail in with your check.



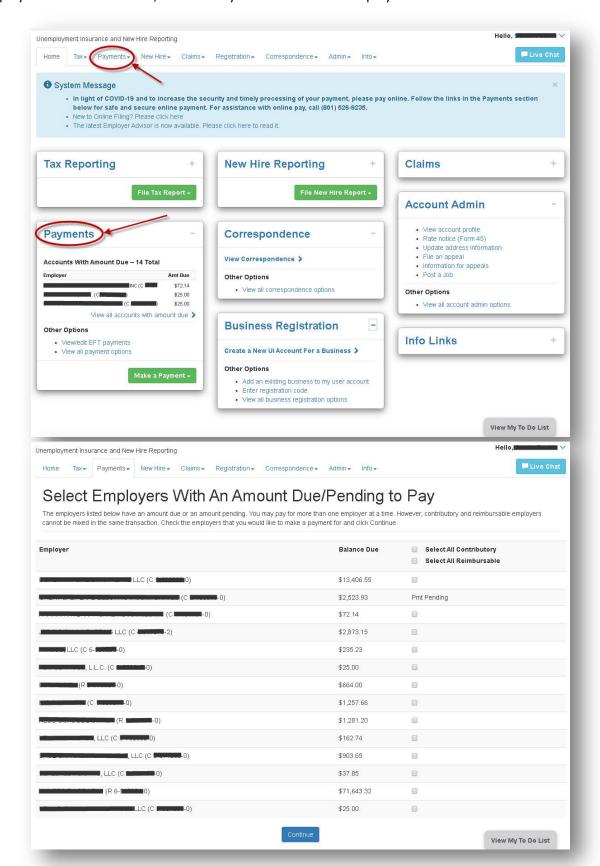
1.2 Payment - multiple employers filing

If you would like to pay your state unemployment taxes during the regular online filing and you are filing more than one report, you have the option to pay for each filing separately or pay for all at once with either one EFT transaction or one coupon.



2. Tax payment only (Amount Due/Pending to Pay)

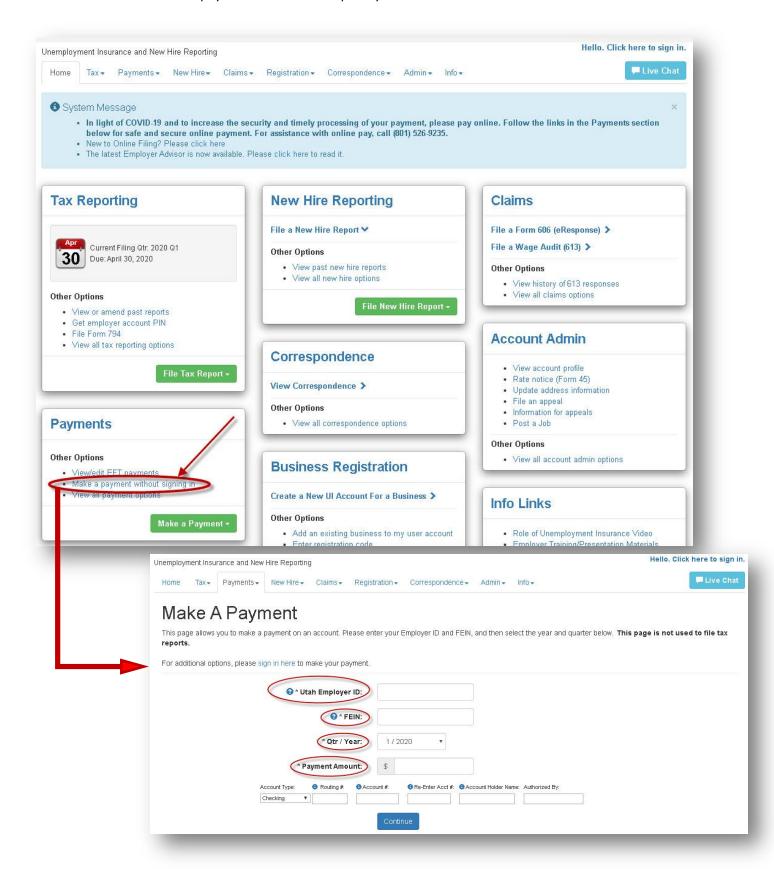
If you would like to pay your pending state unemployment taxes (after taxes are already filed), you can select "Payments" on the home page or use "Payments" tab at the top of the page, and click on "Make Payment on One or More Accounts". You will be able to see and select employers with amount due. You may pay for more than one employer at a time. However, contributory and reimbursable employers cannot be mixed in the same transaction.



3. Making a Payment Without Signing In

Unemployment tax payment can be completed on Unemployment Insurance and New Hire Reporting web site (https://alpha.jobs.utah.gov/ui/employer/employerhome.aspx) without signing in.

On the bottom left hand side of the page find the Payments box and select your preferred payment method and follow the instructions on the payment screen to complete your transaction.



3. Making a Prepayment on an Account

If you would like to make a pre-payment on an account you can select "Make a Prepayment on an Account" payment option on the bottom left hand side of the "Payments" page.

